

MINNESOTA WING CIVIL AIR PATROL REIMBURSEMENT REQUEST FOR MEMBERS

TO: <input type="checkbox"/> WING COMMANDER <input type="checkbox"/> WING VICE COMMANDER <input type="checkbox"/> CHIEF OF STAFF					DATE:																																											
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WING VV/CV/CS:				FINANCE COMMITTEE (OVER \$300) :																																												
MNWG FINANCE USE ONLY:		CHECK #	AMOUNT: \$		DATE:																																											

Finance

FINANCIAL PROCEDURES FOR CAP REGIONS AND WINGS

CAPM 173-2, 1 March 1988, is supplemented as follows:

9h. Added. Minnesota Wing allocates funds each fiscal year to assist the Wing department directors and group commanders to help defray expenses which exceed those normally incurred by a squadron commander.

(1). Due to the time and costs incurred in writing checks, members are encouraged to consolidate their reimbursement requests so that they exceed \$50. However, as a minimum, an individual reimbursement requests will not be submitted for less than \$20. However, by January 15th, April 15th, July 15th and October 15th, members will submit their previous quarter's expenditures regardless of the above limitation.

(2). Requests for payment/reimbursement will be submitted through the department director responsible for the budgeting of the funds expended to the following approval officers:

SUBMITTED BY

Wing Vice, Chief of Staff, Safety Officer, Inspector
Group Commanders
Wing Staff Members

SUBMIT TO

Wing Commander
Wing Vice Commander
Wing Chief of Staff

Note: When registration fees and/or lodging is involved, the approving officer is the Wing Commander. An activity action-action report will accompany MNWG Form 16a.

(3). Minnesota Wing CAP business transportation expenses **inside Minnesota**: Corporate vehicles will be reimbursed for fuel, attach fuel receipt to request. Member owned vehicles will be reimbursed at \$0.15 a vehicle mile. Corporate aircraft fuel will be reimbursed for fuel purchased; flight time will be credited using a MNWG Form 16e. Member owned aircraft will be reimbursed at the wet rate for a Cessna 172 published in the MNWG Supplements. There will be no reimbursement of travel mileage for distances less than 50 miles (one way) unless approved by the Wing Finance Committee. Travel to and from Wing Conference will not be reimbursed.

(4). Minnesota Wing CAP business transportation expenses **outside Minnesota**: Reimbursement for travel for the Wing Commander, Vice Wing Commander and Chief of Staff will be approved by the Wing Commander. Travel for staff members must be approved in advance by the Finance Committee; a share of the expense may be required of the member. Travel reimbursement to National Board will only be authorized for the Wing Commander. Reimbursement will be according to the procedures in 9h(3) above.

(5). Lodging expenses – A percentage of the single room rate: Wing CC 100%; Wing CV & CS 75%, Group CC and Wing Department Directors 50%. If members room together, the reimbursement will not exceed the cost of the room.

(6). Food reimbursement require prior approval by the Finance Committee. One half of the difference between the Banquet cost and the meal cost will be reimbursed.

(7). Submit requests for exceptions to the Finance Committee through the proper approving authority in 9h(2).

[Signed]

BRUCE SEXTON, Lt Col, CAP
Administrative Officer (Acting)

[Signed]

KEVIN F. SLIWINSKI, Col, CAP
Commander

SUMMARY OF CHANGES
None.

Supersedes MNWG Supplement 2 to CAPM 173-2, 1 April 1996

OPR: FM

Distribution: 2 copies to each unit
1 copy to Minnesota Wing/LO
1 copy to North Central Region/LO
1 copy to North Central Region/CS